

Policy Communiqué # 12- 19: Subsidy Suspension under the Temporary Assistance for Needy Families (TANF) Child Care Program

This is a message from the Division of Policy.

Title: Subsidy Suspension under the Temporary Assistance for Needy Families (TANF) Child Care Program

Date: 10/10/2012

Priority: High

Category: Informational

Action Required: Yes, see "Next Steps" below

Response Required: No

Purpose:

The purpose of this communiqué is to provide Child Care Information Services (CCIS) agencies with the policy and procedures related to suspending a child's enrollment under the TANF child care program when a child is absent/expected to be absent for more than five consecutive days.

Background:

With the new absence policies, more families receiving subsidy under the TANF child care program are requesting to suspend subsidy, rather than incur absences, but are failing to provide adequate verification related to the suspension request. When a p/c fails to provide the required verification related to the suspension request, there is a need for a TANF confirmation notice notifying the family that care will not be suspended due to lack of adequate verification and that the child's days absence will be counted toward the maximum number of absences permitted in a State fiscal year.

Discussion:

Effective immediately, the CCIS must complete the following steps in the Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) Child Care Works (CCW) system when a family requests subsidy suspension under the TANF child care program:

1. Ensure the suspension reason is permitted, per policy, as set forth in § 3041.21.
2. Send a Missing Information Letter requesting that the p/c submit verification related to the reason for the child's absence/suspension reason no later than 10 calendar days from the date the CCIS generated the letter in PELICAN CCW.
3. Set a tracking date alert to confirm whether the p/c submitted the verification timely.

4. Send a Confirmation Notice, as follows, based on the outcome of the suspension request:

a. Permitted

Short Description:

<input type="checkbox"/> 55 Pa.Code, Chapter 168, § 168.61	Confirmation of suspended subsidy
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Long Description:

<input type="checkbox"/> 55 Pa.Code, Chapter 168, § 168.61	Based upon the change you reported in your child care arrangements, your child(ren)'s subsidy has been suspended for up to 90 calendar days. Your child(ren) must return to care no later than <input type="text"/> in order to maintain your child(ren)'s/family's eligibility for subsidized child care enrollment.
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b. Not permitted

Short Description:

<input type="checkbox"/> 55 Pa.Code, Chapter 168, §§ 168.41 and 168.72(b)	Self-Declaration of TANF Suspension Reason
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Long Description:

<input type="checkbox"/> 55 Pa.Code, Chapter 168, §§ 168.41 and 168.72(b)	You failed to submit acceptable verification of a suspension reason that is allowed, per policy, under the TANF child care program. As a result, your child's enrollment will not be suspended and your child's days of absence will be counted toward the 25 absences allowed in a State fiscal year.
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5. Suspend the enrollment, as appropriate, based upon the timeframes associated with each specific suspension reason as specified in Manual "400 – TANF."

Next Steps:

1. Share this information with appropriate staff.
2. Direct questions to your Subsidy Coordinator.